Arlington Public Schools – Department of Information Services – Technology Services

Why is APS moving home directories (H: drive) to OneDrive for Business?
Due to the move from the Education Center to the Syphax building, The Department of Information Services is relocating all services that were in the Data Center in the Education Center which is being converted to additional instructional space.

We are taking this opportunity to enhance services, as a result, we will be moving your H: drive to OneDrive.

What is OneDrive for Business?
OneDrive is your new personal file location replacing your current H: Drive.

What are the benefits of OneDrive for Business?
There are many benefits to using OneDrive for Business. Below are a few –
- Each user will be granted 1T of storage.
- Files are accessible from anywhere at any time on any device.
- You can create and edit documents in the browser. Eliminating the need to download and upload files when you are not on the APS network.
- Allows you to collaborate with co-workers on documents simultaneously.
- Easily Share your documents with anyone in the APS Organization.

How will my documents be moved for me?
Yes. While the files are being moved, they will be placed in a read-only state. You will be able to copy and paste the file to another location if you need a file during this time period.

When will my documents be moved?
A schedule will be created and you will be notified of the schedule. Your files will be placed in a read-only state while the transition is taking place. This process should take approximately 24 hours per site.

You will be able to access a file during this time if you need to. You can copy the file to your local desktop and edit the file from there. Once you are finished editing the document, you can then copy it to OneDrive.

Will my documents be backed up on OneDrive?
Yes.

How will I access my documents once they have been moved?

 All APS workstations that have has the standard software image installed should have an icon on the desktop for OneDrive for Business.

You simply double-click the icon on your desktop and the browser window will open with the directory of your files. You can drag and drop, edit, view, and organize by using folders.